

Subject Lifecycle Policy (Expires 31/10/18)

Section 1 - Background and Purpose

(1) To provide guidance to members of the University related to all elements of the lifecycle of subjects – design, approval, review, revision, suspension and closure.

Section 2 - Scope

(2) Applies to:

- a. All campuses
- b. All coursework subjects
- c. All staff

Section 3 - Policy Statement

(3) The University will provide consistent principles and procedures to guide staff in the design, approval, delivery, review, revision and closure of subjects. Subjects, initiated by the Colleges or other academic units who are responsible for ensuring their academic values and integrity, will be:

- a. Developed consistent with design principles as published by the University from time to time
- b. Approved based on consistency with criteria outlined in the [Subject Lifecycle - New Subject Approval Procedure \(Expires 31/10/18\)](#)
- c. Delivered according to sound pedagogical principles
- d. Reviewed on academic aspects and resourcing at least every two years, or more often as required by the College.
- e. Reviewed more extensively as part of five yearly course reviews
- f. Revised based on outcomes of reviews as above
- g. Suspended or closed based on outcomes of reviews as above

(4) The University will ensure that no student is disadvantaged by the revision or closure of a subject.

Section 4 - Procedure

(5) Refer to the:

- a. [Subject Lifecycle - New Subject Approval Procedure \(Expires 31/10/18\)](#)
- b. [Course and Subject Management Procedure - Subject Reviews](#)
- c. [Subject Lifecycle - Subject Revision Procedure](#)

- d. [Subject Lifecycle – Subject Suspension and Closure Procedure](#)

Section 5 - Definitions

(6) For the purpose of this Policy:

- a. Academic values: academic scholarship, critical inquiry, integrity and excellence.

Section 6 - Stakeholders

Responsibility for implementation – College Pro Vice- Chancellors; Associate Pro Vice-Chancellors (Coursework); and Heads of School.

Responsibility for monitoring implementation and compliance – Deputy Vice-Chancellor (Academic); Executive Director, Quality and Standards; Coursework Committee; and Education Committee.

Status and Details

Status	Historic
Effective Date	29th November 2016
Review Date	15th June 2017
Approval Authority	Academic Board
Approval Date	27th November 2016
Expiry Date	31st October 2018
Unit Head	Nicolette Lee Executive Director, Quality and Standards +61 3 9479 6480
Author	Nicolette Lee Executive Director, Quality and Standards +61 3 9479 6480
Enquiries Contact	Educational Partnerships and Quality